

**CITY OF CROWN POINT**  
**JOB POSTING - POSITION DESCRIPTION**

Title: 911 Dispatcher

Status: Part Time

Department: Police

FLSA Status: Non- Exempt

Reports to: Police Chief

Date: August 2009

**Summary:** Answer emergency and non-emergency calls for service.

**Essential Duties and Responsibilities:** Dispatch and monitor radio traffic and location information for up to 20 personnel simultaneously. Prioritize calls for law enforcement, fire suppression and EMS operations.

**Desired Minimum Qualifications**

*Education and Experience:* A high school diploma or GED is required. Consideration may be given for education and training related to 911 dispatch, law enforcement, fire or emergency medical service in lieu of experience.

*Necessary Knowledge, Skills, and Abilities:* One year multi-line telephone experience. One year customer service experience or experience working with the public. One year data entry or on the job computer experience.

**Licensing and Regulation:** None

**Physical Demands:** Must be able to sit for extended period of time and be able to wear a headset.

**Work Environment/Schedule:** Indoor work environment; work all shifts, day/swing/night /weekends, and holidays.

**Salary Range:** \$7.25-\$16.84 an hour

**Posting Dates:** August 6, 2009-August 13, 2009

Please send interest to Karen Marben, Director of Human Resources

*Please note: The duties listed above are intended as general descriptions of the work performed by persons assigned to this position, not an exhaustive list of all duties, responsibilities, and skills required. This position description does not constitute an employment contract and is subject to change as required.*